



"People Serving  
People"

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## **CITY OF RIVERSIDE INCENTIVE PROGRAM FOR "DIFFICULT TO RECRUIT" POSITIONS**

### ***Purpose***

The purpose of the Hiring Incentive Program is to provide the City Manager with additional recruitment tools to attract highly qualified, performance-oriented candidates for specific classifications that are deemed "difficult to recruit." These classes are primarily in areas of public safety, engineering, and electric and may be added or deleted from the list, upon approval by the City Manager based on organizational need. "Difficult to recruit" classes are further defined as those that are highly competitive in the labor market due to specialized skills and/or certifications, and/or those classes in which there is a high turnover which significantly complicates the City's efforts to recruit staff to provide public services.

### ***Administrative Authority***

The City Manager is authorized to approve recruitment incentives during active recruitments, and to approve the classifications eligible to receive such incentives. The City Manager has authority to grant incentives not to exceed \$5,000 in total value to any one candidate.

The City Manager shall exercise final authority regarding interpretation of program policies and eligibility for incentive payments consistent with the intent of this program. The City Manager is authorized to refine implementation procedures of this program as deemed appropriate. The City Manager may suspend or terminate this program should such incentives no longer be required or appropriate.

### ***Incentives***

The following incentive payments will be provided for positions designated as "Difficult to Recruit," consistent with the program objectives and eligibility criteria outlined in this document.

- ***Sign-on Bonus***

Police Classes: \$1,500 upon completion of a POST-certified academy and entry into Phase 2 of the Field Training program, \$3,500 upon successful completion of probation with a minimum of a "meets standards" evaluation.

Dispatcher Classes: \$1,000 upon signing, \$1,500 upon successful completion of the probationary period.

Engineering Classes: \$1,000 upon signing, \$3,500 upon successful completion of the probationary period. Pertains to Senior Engineer, Associate Engineer, Principal Engineer.

Utilities Tech Classes: \$1,000 upon signing, \$1,500 upon successful completion of the probationary period.

Planning Series: \$1,000 upon signing, \$1,500 upon successful completion of the probation period. Pertains to the following classifications: Assistant Planner, Associate Planner, Senior Planner, Plan Check Engineer, Senior Plan Check Engineer.

Building Inspector: \$1,000 upon signing, \$1,500 upon successful completion of the probation period. Pertains to the following classifications: Building Inspector I and II.

Engineering Series: \$1,000 upon signing, \$1,500 upon successful completion of the probation period. Pertains to the following classifications: Plan Check Engineer, Senior Plan Check Engineer.

The sign-on bonus would be treated as an “advance” that would be amortized for repayment should an employee voluntarily resign from an incentive eligible position within 36 months of being hired.

- ***Sick Leave Transfer and Vacation Accrual Rate***

Employees who leave another public agency to accept a “difficult to recruit” position in the City of Riverside may be credited with an initial balance of up to 100 hours of sick leave upon being hired by the City. The actual amount shall be based upon documentation indicating the sick leave balance in effect upon the employee’s separation from the agency (public or private) where the employee served immediately prior to accepting employment with the City of Riverside. The balance transfer amount shall be reduced to reflect any “payout” or “conversion” of sick leave made upon the employee’s departure from the previous agency.

Employees hired into “difficult to recruit” positions will accrue vacation hours at an annual rate which reflects the hire date at the agency (public or private) where the employee served immediately prior to accepting employment with the City of Riverside.

- ***Finder’s Fee***

1,000 will be paid to a City of Riverside employee who has referred a candidate not currently employed by the City of Riverside for employment into a “difficult to recruit” classification. Incentive payments for such referrals will be made only after the referred candidate is hired and successfully completes the probationary period. When the referred employee is hired as a sworn public safety employee, the referral payment shall be made after the employee successfully passes the probationary period with a minimum of a “meets standards” evaluation.

Should any dispute arise over the source of a hiring referral, the City Manager shall make a final determination as to the appropriateness of a referral incentive payment, and to whom such a payment (if any) shall be made.

- ***Enhanced Training Pay for Police Officer Lateral Hires***

To reduce the financial impacts associated with lateral transfers from police departments outside California, the City will pay officers' current salaries (rather than "trainee pay") for experienced law enforcement professionals.

- Police Officers who are hired from out-of-state departments with California P.O.S.T.-recognized training levels will receive a rate of pay consistent with their existing earnings while enrolled in 6 week refresher training.
- Police Officers who are hired from out-of-state departments which are not recognized by P.O.S.T. will receive a rate of pay consistent with their existing earnings while attending basic academy training (23-26 weeks).

- ***Retention Bonus Payments for Public Safety Dispatchers***

To assist in retaining Public Safety Dispatchers, the City shall offer a longevity incentive for this unique classification series.

- A Public Safety Communications Dispatcher (PSD) who completes two years of consecutive employment as a PSD with the City of Riverside will receive \$2,500.
- The two-year period will commence upon completion of probation by newly-hired dispatchers who receive a sign-on bonus. The two-year period for existing dispatchers will commence upon their next regular evaluation. Bonus payments will continue thereafter for all dispatchers based upon continuous uninterrupted employment, and as long as the Hiring Incentive Program is offered by the City of Riverside.
- Retention Bonus pay will be tied to the employee's annual evaluation date with a minimum of a "meets standards" performance rating. A promotion to Communications Supervisor or Manager would begin a new annual evaluation date for the purposes of counting two-years of employment.

## ***Job Classifications Eligible for Incentives***

Based upon demonstrated difficulty in hiring employees into the following City of Riverside positions, the following classifications are deemed "difficult to recruit" and are therefore eligible for hiring and incentive payments as outlined in this program.

Police Officer Trainee  
Police Officer  
Police Officer/Lateral  
Public Safety Dispatcher Trainee  
Public Safety Dispatcher  
Public Safety Communications Supervisor/Manager  
Senior Engineer  
Principal Engineer  
Associate Engineer  
Power Line Technician  
Plan Check Engineer

Senior Plan Check Engineer  
Building Inspector I  
Building Inspector II  
Assistant Planner  
Associate Planner  
Senior Planner

The City Manager is authorized to add or delete classifications from the list above based upon hiring trends and to meet the needs of the City.

### ***Eligibility for Incentives***

Employees meeting any of the following criteria are deemed eligible for recruiting incentives described in this Policy:

1. All newly appointed employees, or current employees promoted or transferred into a designated “difficult to recruit” classification who have accepted a contingent employment offer and who have successfully completed all phases of the hiring process.
2. All newly appointed employees, or current employees promoted or transferred into a designated “difficult to recruit” classifications who have successfully completed the probationary period.
3. All City of Riverside employees who have referred a candidate not currently employed by the City of Riverside for employment into a “difficult to recruit” classification. Incentive payments for such referrals will be made only after the referred candidate successfully completes the probationary period.

### **Restrictions upon Incentive Eligibility**

1. Employees transferring or promoting from one designated difficult to recruit class to another shall not be eligible for a secondary sign-on bonus.
2. As employees serving in Executive Management positions with the City of Riverside are expected to support recruitment activities in the normal course of their duties, these managers are ineligible for referral bonus payments.
3. As employees serving in the City’s Human Resources Department are expected to support recruitment activities in the normal course of their duties, these employees are ineligible for referral bonus payments. Such ineligibility will also preclude any appearance of conflicts of interest relating to the City’s hiring process.
4. To preclude any appearance of conflicts of interest relating to the City’s hiring process, no supervisor or manager in any Department may receive referral bonuses associated with individuals they hire.
5. No City employee who is otherwise eligible to receive a hiring or referral incentive may share any portion of such incentive payments with individuals deemed ineligible to receive incentive payments under this program.

## **Loss of Eligibility for Incentives**

1. Eligibility for participation in this program is forfeited if the employee voluntarily terminates or is involuntarily terminated (other than lay off) prior to any payment date. No additional payment will be granted after a termination date. The sign-on bonus would be treated as an “advance” that would be amortized for repayment should an employee voluntarily resign from an incentive eligible position within 36 months of being hired.
2. If the Hiring Incentive Program is cancelled or suspended by the City, the current participants in the program will receive all scheduled payments (e.g. upon completion of a probationary period) at the appropriate rate for the current period (or current review cycle for those employees receiving longevity incentive payments).
3. Any employee on any type of leave of absence away from work for a period exceeding 20 working days or more will have that time added to the period between payment dates.
4. If an employee changes work assignments into a position that is not eligible for the program, the employee will no longer be eligible to receive any further scheduled payments after the date of transfer to another job classification.